

UNITED STATES DEPARTMENT OF AGRICULTURE

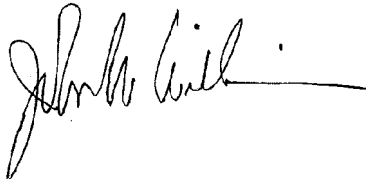
Farm Service Agency
Washington, DC 20250

Notice PM-2128

For: State and County Offices, except AL, GA, and TN

Transferring CO Official Personnel Folders (OPF's) to State Offices

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

The personnel and payroll functions for CO employees and committee members are being transferred to NFC effective October 10, 1999. Several FI notices have been issued on the training and parallel testing of this process.

B

Purpose

This notice provides further information about the change in business function that is necessitated by the transfer.

2 Change in Servicing Personnel Office

A

**State Office
Responsibility**

With the transfer of personnel and payroll functions to NFC, the State Office becomes the servicing personnel office for all CO employees and committee members.

Note: This notice identifies the State Office as the servicing personnel office for CO employees. This function along with other State Office administrative functions are being transferred to the newly formed SSB.

State Offices shall:

- process or ensure that all personnel and payroll actions are processed in NFC's system

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Disposal Date

January 1, 2000

Distribution

State Offices, except AL, GA, and TN; State
Offices relay to County Offices

2 Change in Servicing Personnel Office (Continued)

A State Office Responsibility (Continued)

- maintain personnel records of those actions
 - oversee the T&A process.
-

B County Office Responsibility

County Offices shall:

- initiate personnel and payroll actions by submitting the appropriate documents to the State Office
- continue to have the responsibility for processing T&A's and changes to payroll-related documents.

Procedures will be released in 28-PM to provide details about these responsibilities.

3 Action

A County Office Action

Conversion files will be created at Kansas City and sent to NFC that contain data from the master employee data record in COE. For these conversion files to be as accurate as possible, County Offices shall review employee records and process any appropriate corrections no later than pay period 19 in COE .

Particular emphasis should be placed on reviewing the employee data record and ensuring that the following is accurate:

- Grade and Step
- Date of Last WGI
- Pay Rate Determinant Code
- Not to Exceed Date
- Annual Leave Category
- SCD for Leave
- SCD for Retirement
- Probationary Period Starting Dates
- DOB.

Note: DOB is needed for all records in NFC, including committee members.

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3 Action (Continued)

A

County Office Action (Continued)

County Offices shall send all OPF's to State Offices **before October 10, 1999**. State Offices may provide additional instructions concerning the actual transfer date and methods of transfer. Files for CMC members do not need to be transferred; they may continue to be maintained in the County Offices.

OPF's should be reviewed and purged of nonofficial documents before submission to the State Office. Refer to 27-PM, paragraph 552, for official contents of OPF's.

B

State Office Action

Effective pay period 21, State Offices and subsequently SSB are responsible for:

- maintaining CO and committee member OPF's
 - ensuring the availability of appropriate storage space in which to file OPF's.
-

C

Keeping Copies in County Offices

Many offices have expressed a desire to maintain copies of OPF's in the County Offices. While a copy of the folders are not required, County Offices are authorized to maintain an employee file with copies of the following:

- personnel actions
- position descriptions
- performance evaluations
- related information.

Note: Do **not** use the OPF file folders to maintain the records. If kept, these records will be considered supervisor's working files. Access to these files should be safeguarded as they will contain sensitive personnel data.

County Offices shall maintain a payroll file in which copies of all payroll documents processed by the County Office are kept, including T&A's and all source documents used to process PRES actions in NFC.
